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J. TYLER McCAULEY  
AUDITOR-CONTROLLER

February 21, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – SAN FERNANDO  
VALLEY COMMUNITY MENTAL HEALTH CENTER, MAIN CAMPUS,  
ATOLL, KITTRIDGE AND LEMAY GROUP HOMES**

We have completed a review of Main Campus, Atoll, Kittridge, and Lemay Group Homes (Group Home or Agency) operated by San Fernando Valley Community Mental Health Center, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

The Main Campus Group Home is a 38-bed facility, which provides care for boys ages 11-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Main Campus Group Home was providing services for 34 Probation children.

Atoll, Kittridge, and Lemay Group Homes are each six-bed facilities, which provide care for boys ages 11-17 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Lemay and Kittridge Group Homes were providing services for six Probation children, and Atoll Group Home was providing services for five Probation children.

San Fernando Valley Community Mental Health Center Group Homes are located in the Third District.

*"To Enrich Lives Through Effective and Caring Service"*

### **Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address several deficient areas.

All four Group Homes need to provide children with the required minimum weekly allowances and encourage and assist children in creating and maintaining photo albums/life books.

Main Campus Group Home needs to develop comprehensive Needs and Services Plans that include short and long term goals, provide children with appropriate staff supervision, train and monitor staff to ensure they are treating children with respect and dignity, and provide children with opportunities to attend religious services of their choice.

Attached is a detailed report of the review.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:asl

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Chief Probation Officer  
Mary Lou Gottlieb, Executive Director, San Fernando Valley CMHC  
Public Information Office  
Audit Committee

**San Fernando Valley Community Mental Health Center  
Main Campus Group Home  
6305 Woodman Avenue  
Van Nuys, California 91401  
Phone: (818) 908-4999  
License Number: 191222769  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

San Fernando Valley Community Mental Health Center Main Campus Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Eight**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current; however, three of the NSPs are not comprehensive and do not include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation**

1. San Fernando Valley Community Mental Health Center management develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and include short and long term goals for all children.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Eight**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Eight**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size: Eight**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home; however, one child reports that they are not always provided with appropriate staff supervision as staff is not always present to supervise them in the unit. Overall, children expressed satisfaction with the quality of their interactions with staff and report that most of the staff treats them with respect and

dignity; however, three children report that several staff yell and use profanity when interacting with them.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. However, two children report that they are not able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

#### **2. San Fernando Valley Community Mental Health Center management:**

- a. Provide children with appropriate staff supervision at all times.**
- b. Train staff to treat children with respect and dignity and monitor their interactions.**
- c. Provide children with opportunities to attend the religious service of their choice.**

### **VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Eight**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendations**

**3. San Fernando Valley Community Mental Health Center management:**

- a. Provide children with the required minimum weekly allowance.
- b. Encourage and assist children in creating and maintaining photo albums/life books.

**San Fernando Valley Community Mental Health Center  
Atoll Group Home  
7001 Atoll Avenue  
North Hollywood, California 91401  
Phone: (818) 908-4999  
License Number: 191290268  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Atoll Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

### **Method of assessment – Review of relevant documents**

#### **Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

#### **Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

### **Recommendations**

#### **1. San Fernando Valley Community Mental Health Center management:**

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Fernando Valley Community Mental Health Center  
Kittridge Group Home  
15916 Kittridge Street  
Van Nuys, California 91406  
Phone: (818) 908-4999  
License Number: 191290268  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Kittridge Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

### **Method of assessment – Review of relevant documents**

#### **Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

### **Recommendations**

#### **2. San Fernando Valley Community Mental Health Center management:**

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

**San Fernando Valley Community Mental Health Center  
Lemay Group Home  
17215 Lemay Street  
Van Nuys, California 91406  
Phone: (818) 908-4999  
License Number: 191290268  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Lemay Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**There are no recommendations for this section.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

### **Recommendations**

**There are no recommendations for this section.**

## **V. Psychotropic Medication**

### **Method of assessment – Review of relevant documents**

#### **Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

### **Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment – Interviews with children**

#### **Sample size: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children expressed satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

### **Recommendations**

#### **1. San Fernando Valley Community Mental Health Center management:**

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**



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# SAN FERNANDO VALLEY COMMUNITY MENTAL HEALTH CENTER, INC.

Moving Lives Forward

6931 Van Nuys Blvd., 3rd Floor, Van Nuys, CA 91405 Tel: (818) 901-4830 Fax: (818) 373-4830

Candace Rhue  
Group Home Supervisor  
Department of Auditor-Controller  
Kenneth Hahn Hall of Administration  
500 W. Temple Street, Room 515-A  
Los Angeles, California 90012

November 20, 2006

Re: Erikson Center's October 11<sup>th</sup> & 12 Audit—Corrective Action Plans

Dear Ms. Rhue,

This letter is a written response (Corrective Action Plan) to the on-site visit conducted by Alex Sigal-Liberman on October 11 & October 12, 2006. The audit report marked "Draft" includes recommendations requiring Corrective Action Plans, which are as follows:

## Main Campus

Recommendations: "San Fernando Valley Community Mental Health Center Management" Findings:

I. Develop comprehensive Needs and Services Plans that are specific, measurable, attainable, realistic, time limited, and includes short and long term goals.

### Corrective Action:

Although some of the Needs and Services Plans were found adequate in the Program Review, others were not. The Center will ensure that Needs and Services Plans are consistently written with specific, measurable, attainable and time limited by training the Care Coordinators (who are responsible for the plans). This training will be provided by Vanessa Bates, Assistant Director of the Erikson Center, and who is a specialist in the provision of Positive Behavioral Intervention.

II Provide children with appropriate supervision.

B. Train and monitor staff to treat children with respect and dignity.

**Corrective Action.**

Staff training to be implemented by team of staff selected from each aspect of the Erikson Program, to focus on respect and dignity. An Erikson Center client representing the Client Council of the Residential unit will be selected to speak at the staff training regarding concerns and observations.

Training will be supervised and arranged by Vanessa Bates, Assistant Director, Erikson Center.

C. Provide Children with the opportunity to attend religious services of their choice.

**Corrective Action:**

List to be posted every Wednesday for clients to sign up for religious service attendance and clients to be transported on Saturdays and Sundays to denomination of their choice. To be implemented by Reginald Gallardo, Residential Manager, Erikson Center.

III.A. Provide children with the required minimum weekly allowance.

**Corrective Action:**

Minimum weekly allowance of \$7.00 to be given to all clients. Clients who did not receive this minimum amount will receive the difference by December 2006.

Responsible person for implementation, Adriene Valles, Erikson Center Facility Administrator.

B. Encourage and assist children in creating and maintaining photo albums/life books.

**Corrective Actions**

Life Books to be the responsibility of residential staff. Staff will assist in creating and maintaining these records, staff assigned to organize this will be Lead staff on the residential unit. Staff responsible for implementation, Reginald Gallardo, Manager Residential Services.

**Atoll Group Home**

Recommendations: "San Fernando Valley Community Mental Health Center Management"

I.A. Provide children with required minimum weekly allowances.

**Corrective Action:**

Minimum weekly allowance of \$7.00 to be given to all clients. Clients who did not receive this minimum amount will receive the difference by December 2006. Lead staff at group home will be assigned to organize this. Staff responsible for implementation will be Reginald Gallardo, Manager Residential Services.

B. Encourage and assist children in creating and maintaining photo albums/life books.

**Corrective Action:**

Life Books to be the responsibility of Group home staff, Group home Lead to organize this. Staff responsible for implementation will be, Reginald Gallardo, Manager Residential Services.

**Kittridge Group Home**

Recommendations: "San Fernando Valley Community Mental Health Center Management"

I.A. Provide children with required minimum weekly allowances.

**Corrective Action:**

Clients who did not receive minimum weekly allowance of \$7.00 to be given to all clients. Clients who did not receive this will receive difference by December 2006.

B. Encourage and assist children in creating and maintaining photo albums/life books.

**Corrective Action:**

Life Books to be the responsibility of Group home staff, Group home Lead to organize this. Staff responsible for implementation will be, Reginald Gallardo, Manager Residential Services.

**Lemay Group Home**

Recommendations: "San Fernando Valley Community Mental Health Center Management"

I.A. Provide children with required minimum weekly allowances.

**Corrective Action:**

Clients who did not receive minimum weekly allowance of \$7.00 to be given to all clients. Clients who did not receive this will receive difference by December 2006.

B. Encourage and assist children in creating and maintaining photo albums/life Book

**Corrective Action:**

Life Books to be the responsibility of Group home staff, Group home Lead to organize this. Staff responsible for implementation will be, Reginald Gallardo, Manager Residential Services.

I trust you will find these responses adequate to address the Program Review findings. However, if you have any questions, suggestions, or concerns, please contact me directly at 818-908-4999 x218. Thank you for your time and consideration!

Respectfully,

A handwritten signature in black ink, appearing to be 'VBates', with a long horizontal stroke extending to the right.

Vanessa Bates,  
Assistant Director – Erikson Center